

MONOGRAPH No. 2

VOCATIONAL REHABILITATION
SERIES No. 2

TO THE

SOLDIER RETURNING TO

CIVIL LIFE

ISSUED BY THE
FEDERAL BOARD FOR VOCATIONAL EDUCATION
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INFORMATION FOR THE SOLDIER RETURNING TO CIVIL LIFE.

A STATEMENT AUTHORIZED BY THE FEDERAL BOARD FOR VOCATIONAL EDUCATION.

Every soldier or sailor enlisted, inducted, or drafted into the military or naval service of the United States who is suffering from any disability not due to his own willful misconduct may be entitled to compensation under the war-risk insurance act. It is his duty to present his claim for such compensation in order that it may be passed upon by the Bureau of War-Risk Insurance. He can secure full information as to the way in which he shall proceed to make application or inquire about his rights to compensation by applying to the war-risk insurance officer at the camp or cantonment, from whom he may secure Bureau of War-Risk Insurance Form 526, which he must fill out in order to prove his eligibility for such compensation.

If it is not possible to get into contact with this war-risk insurance officer, the soldier or sailor should call upon or write the Bureau of War-Risk Insurance at Washington, D. C., stating his case; or he should call on or write the district office of the Federal board for the district in which he is located. A list of these district offices and the addresses of the same will be found at the close of this announcement.

If a soldier or sailor is suffering from a disability, he is also eligible for help by the Federal Board for Vocational Education in securing employment, which help will be given him in cooperation with the employment service of the Department of Labor. If he is eligible for compensation under the war-risk insurance act, he is also entitled to training and placement by the Federal Board for Vocational Education, provided he is not able to follow his old occupation successfully without training or needs to be trained for some new and suitable occupation for which training is feasible.

If he will read what follows, he will learn how Uncle Sam, through the Federal Board for Vocational Education, has provided training and placement for him so that he may go "over the top" successfully into civil life.

"GOING OVER THE TOP" INTO CIVIL LIFE.

Why do I want to "go over the top" into civil life?

Because I am a soldier of the best country in the world, I am deeply interested to learn how I can make the most of myself now that I am returning to civil life.

What do you mean by "going over the top" into civil life?

It means that before he goes back to life as a civilian a fellow can get advice and training and placement in good employment from Uncle Sam. Armed with this and his own pluck as well he can get and hold as good or better job than he had before he went to war.

As a discharged soldier of my great country returning to civil life with a proud record, what do I owe myself as a man and as a citizen?

You enlisted for the duration of the war, an indefinite period. It was to be until you, together with the rest of us, had made the future of the Government safe. If you were "back there," you would not think of going home except on a furlough until the final victory. Now that you are about to get your discharge from the Army you think the war is over for you, but Uncle Sam, through the Federal board, has another idea about that indefinite period, "the duration of the war." So far as you are concerned, he doesn't want you to go home, except on a furlough, *until the Government has made your future safe for you.*

As a soldier discharged from the service, what help may I get from my country in making the most of myself?

Uncle Sam proposes to help you reestablish yourself in civil employment as an independent worker, with every opportunity for advancement. The Government has provided hundreds of courses, among which there is one precisely suited to meet your needs, one in which you may become 100 per cent efficient, whatever injury you may have suffered.

Do many fellows "go over the top" into civil life in good shape?

Do you know that most of the men who have taken vocational training in France got better jobs than before they went into service? Some of them got into jobs they never dreamed of before just because of this overhauling, which they'd never had because circumstances had compelled them to take the job that offered.

In England there is a one-armed telephone engineer who was a butcher before the war; a hand bootmaker with no legs who used to be a laborer; a blind waiter who became a masseur; an armless carpenter who is now a building inspector; and an armless bricklayer who is manufacturing aeroplanes; a clerk who lost his left arm and his right hand has now become a draftsman; an office boy with his toes gone is now a chauffeur; and a laborer with both legs paralyzed learned to run 20 looms unaided.

Into what kinds of positions do the fellows go whose countries are helping them "go over the top" in such fine style?

Many thousands of wounded and otherwise disabled men have been trained and placed in new occupations in France, Italy, Belgium, England, and Canada. The list of occupations for which instruction has been given is too extensive to present in full in this brief pamphlet, but these occupations include such things as professional occupations, such as those of law, medicine, teaching, engineering, and even theology; agricultural occupations, including professional agriculture, forestry, farm management, general farming, dairying, beekeeping, poultry raising, swine herding, truck gardening, horticulture, farm mechanics, and many other lines too numerous to mention here; commercial occupations, including not only shorthand, stenotypy, typewriting, bookkeeping, and general accounting, but also civil-service positions, telegraphy, salesmanship, insurance, and banking; and trade and industrial occupations, including not only those found in the well-recognized trades like the metal trades, the wood-working trades, the building trades, the electrical trades, the automobile trades, the textile trades, the transportation trades, the chemical trades, the shoe-working trades, the clothing trades, and others, but also many highly specialized occupations so characteristic of modern industrial life, such as autogenous welding, electric welding, wireless operating, shipbuilding, moving-picture operating, etc.

If you are interested in getting an extensive catalogue of occupations for which disabled men have been trained and placed, you can secure the same by getting in touch with the Federal Board for Vocational Education.

The Federal board is not only prepared to train for all such occupations as those in which instruction has been given successfully in other countries, but because of the wider variety of occupations in American life it is prepared to train for a great many more occupations than have been offered in other countries. In the case of each man the whole matter should start with his own interest and preference and previous experience and ability as well as his existing handicap. This means a conference between the man and the representatives of the Federal board.

Why is my country so anxious to help me "go over the top" into civil life?

It wants to conserve you as a part of its precious man power. Every man restored to profitable occupation is an asset, and hence a relief to the Nation. Every man who fails to contribute to production is a liability, and hence a burden to the Nation. After the war the country is going to have a big enough burden trying to get back into its ordinary channels all the money and machinery it had to divert from them to carry on the war. Don't add to her burden

by being just one more man diverted from industry who does not get back again. Take your place and carry on. The country does not owe you a living now any more than before. But it distinctly owes you a better opportunity to make one if you have been handicapped for the battle of life by fighting her battle at the front. This it offers you in a better way than ever before devised.

Do you think that a man with my previous experience and disability can "go over the top" successfully?

Investigations of the Federal Board have shown that no profession or trade or occupation is too difficult for a disabled man provided he has the ability to fill it and the grit to prepare himself to conquer it. You, too, can conquer it and get the ability to fill that position which is waiting for you. Offset your disability by acquiring greater technical skill than you had before you entered the service or by acquiring a new occupation to take its place. Make yourself worth more above the neck than you ever were before, and it won't make very much difference even if you are worth less below the neck. Quit thinking minus and begin to think plus.

How will Uncle Sam help me, through the Federal Board for Vocational Education, to determine what I should do to "go over the top" most successfully?

If you elect to take this opportunity to retrain which the Government offers you, you will be advised in regard to your future occupation. Your wishes and temperament and ability will be consulted, of course. It is the intention of the board to encourage initiative and individuality in every way possible. No words need be wasted on that part of it, but some few may be necessary to point out that the opinion of the vocational adviser, representing the Federal board, as to the *kind* of future occupation which lies within your abilities is at least as reliable as yours, and by working together the two of you should arrive at a wise decision.

It often happens that it is wiser to train a man for a new vocation than to try to fit him to keep on with the old one. In that case it may happen that you will not want to do what the vocational adviser thinks is best. Well, give him a chance to show you. If he proves mistaken and you prove in the right, you can take up the occupation that you proposed in the first place. It is your interests which he has at heart, and he is here to look out for them. But he has many factors to help him make up his mind about your job which you do not at present possess and which he will be glad to tell you about.

His job is to see that you go into a growing rather than a waning trade. Also, there may be some occupation for which you are suited in which the training would be shorter and easier, but in which regular employment is doubtful. Remember that he knows the entire field

and you know only a part of it. His duty is to see that you go into permanent employment. Again, there may be occupations which seem particularly desirable to you but which are subject to local and seasonal fluctuations. He will steer you away from them and into a position where you need not be out of work a portion of the year because the shop you fitted yourself for has temporarily shut down.

Lastly, there are some occupations which, because training for them is short and easy, will tend to become overcrowded and to pay less wages. Remember that the vocational adviser will look out for your interests, and he merits your entire confidence. The Government has been fitting him to give you advice with all the resources in its power, and he has at heart your interests and those of no one else.

If I can follow my old occupation successfully and want to go back to it, what help will Uncle Sam give me through the board?

The board will help you to find suitable employment at a just wage with an employer who is interested in you not only as an ex-soldier but as a workman whom he proposes to give every chance to do his work successfully and to prepare for advancement and better wage.

If I can go back to the old position or another one in the same establishment and my employer promised to take me back into his employ when I returned, how will the Federal board help me?

As your official friend, the representative of the Federal board will be glad to write your old employer, calling his attention to your case, recalling his promise, describing your disability, stating your desire to return to his service, and asking him to reemploy you as per the understanding you had when you left for the front.

If I could follow my old occupation but need the help of more training before going back to it, will Uncle Sam give me this needed instruction?

Yes; the Federal board will provide the instruction for you. It believes that it is the duty of the Government to help you to realize your full capabilities, and training may be necessary—and usually is necessary—to accomplish this end with a disabled man. The Federal board also believes that, as a disabled man, you are entitled to all the training necessary to fit you to compete successfully with a normal workman under normal conditions. This means training of the head as well as the hands in order that you, with your handicap, may meet competition successfully, get a steady job, and win promotion.

If I need training for a new occupation, will Uncle Sam give it to me?

Yes; and Uncle Sam will pay for it. By an act of Congress, the Federal board is required to provide a course or courses of instruction for a new occupation elected by a disabled man who is not able to follow his old occupation successfully and must be trained for a new one.

If I never had an occupation or if I was a student when I enlisted, will Uncle Sam provide vocational training for me?

Yes; just as in the case of any other disabled man needing training for some self-supporting occupation or profession.

There are many unskilled occupations into which I could go and where as an ex-soldier I should be gladly received. Why not take one of these and not bother about training?

The worst mistake a disabled man can make is to drift into a low-grade, unskilled occupation. Without any training he must compete with a normal man in a line of work where brute strength and physical fitness alone count. There can be no doubt as to the outcome when work gets slack. Most disabled men returning from war can not rely solely upon their compensation under the War Risk Insurance act to support them, particularly if they have dependents, nor was it intended it should do so. Every consideration requires that he should secure permanent employment at a desirable wage in the position for which he is best fitted or for which he can become best fitted. Otherwise his career will consist of alternate periods of more or less undesirable employment, idleness, trying to live on his pension, and picking up an occasional job. No self-respecting veteran of this great war can afford to be placed in this position. There is only one escape, and that is to make your future safe for itself, if you need training, by taking it from Uncle Sam, through the Federal board, before you go home to stay.

I know fellows who are holding war jobs at good wages. Why not take one of these now and not bother about training?

The temptation to do this is very strong while war prices prevail, especially as pay is high because there is a lack of help and the kind of help you can give will not be looked at too closely. But jobs commanding war prices and employing large numbers of partly skilled or unskilled hands are not always going to exist. They are soon going to shrink to normal conditions. What then? The answer is unfortunately very simple, although it will be fortunate for you if you are convinced by it and see in time that it is true. *The law of supply and demand is not going to stop working because you have been a soldier and have incurred a disability in defense of the country.* If there is only paying work for so many hands, the supply of hands must be cut down. When this happens, if you can't turn out as much or as good work as a sound man, the sound man is going to keep job and you are going to lose yours. That means you will be out of a job, and you will become discouraged as you go from one job to the other and meet with rebuff after rebuff.

While I am in training who will pay for my instruction?

The Federal Board for Vocational Education will bear the entire cost of your training. It will pay for your tuition; it will furnish

you with books and other necessary supplies; and it will pay all other expenses that may arise in connection with your training.

What support shall I get as a student while I am in training?

During the time you are following a course of instruction with the Federal board you will, if you are a single man without dependents or a man required by his course of instruction to live apart from his dependents, be paid by the Government at least \$65 per month. You may be paid more. If, for example, you received more than \$65 per month as pay for your last month of active service, you will receive this same pay during your entire course of training. Furthermore, if your disability is such that your monthly compensation under article 3 of the war-risk insurance act is greater than \$65, you will, of course, continue to receive this sum, whatever it may be, during your entire course.

If you are married, you and your wife together will receive \$75 per month from the Government, provided you live together while you are taking a course of instruction. If your course is such that you must live apart, the Government will, as has already been stated, pay you \$65 per month and your wife \$30 per month. The larger your family the larger the amount paid by the Government for its support, whether living with you or separately from you while you are being educated.

Any representative of the Federal board at the central office or at a district office of the board will be pleased to tell you the exact amount you and yours will be paid if you will state orally or by letter the size of your family.

The basis for a man's support will always be the total amount which he receives from the War-Risk Insurance Bureau for all purposes, including pay, compensation, or insurance. When the amount paid by the bureau to a disabled man under the war-risk insurance act and the vocational rehabilitation act does not equal the minimum amount guaranteed for the support of the man as above indicated, the Federal board will supplement the payments of the bureau to the extent necessary to meet such guarantee.

It must also be remembered that in the case of a commissioned officer undergoing training the support paid by the Government will always be the pay for the last month of active service, an amount always in excess of the minimum guarantee of \$65 per month.

For what occupations will the Federal board be willing to train a disabled man at Government expense?

If he needs to be trained for an occupation, the Federal board will train the disabled man for any occupation which he desires to follow, provided his previous experience and ability are such that he can do successful work in the occupation and provided it is possible for the board to secure anywhere, in school or shop or farm or office or

elsewhere, the facilities necessary to train him successfully for the occupation.

Who will take care of my dependents while I am in training and what support will they receive?

The same allowance and allotment will be paid to your dependents as was paid to them while you were in the active service. If you are married, your wife will receive \$30 a month. If you have a wife and child, they will receive \$40 a month, and \$10 will be paid for each additional child up to three. If you have a mother dependent upon you, she will receive the same amount she received while you were in the service.

If you were a commissioned officer, you will be expected to maintain your dependents out of the amount paid to you while you are undergoing training, which will always be your pay for the last month of active service.

What will be the difference between my support while in training and my compensation under the war risk insurance act?

While you are taking the course you will be rated as a temporary, total disability, for the reason that you will be earning nothing during this period. If you do not follow a course of instruction with the Federal board, your rating will depend on your physical condition, and your compensation under the War Risk Insurance Bureau will be adjusted accordingly.

If you take the course of training, you are guaranteed not less than \$35 a month for your own support. In most cases your compensation under the war risk insurance will be less than half of this amount. Furthermore, the allowance for your dependents continues while you are in training with the Federal board the same as if you were in the active service. This is not true if you do not elect to follow a course.

If you are interested, you may get the exact figures regarding your particular case from any representative of the Federal board or by correspondence with the district or central office of the board.

Will the support received by my dependents while I am in training be continued after my instruction is completed and I have entered upon employment?

No. The Government expects to train you so well that you will earn more money after your instruction is completed than you did before you entered the Army. In order that you may be trained, the Government has arranged to support your dependents while you are following a course and earning nothing. When your instruction is completed, however, and you are trained so that you can again earn good wages the payments to your dependents will stop. As pointed out, allowances to your dependents are continued after your discharge from the service only in case you elect training with the Federal board.

If the nature of my disability is such that I not only receive compensation under the war-risk insurance act but also in addition an annuity under my insurance policy, will the Government take into consideration my annuity in providing the minimum guaranty of \$65 per month for my support while in training?

The minimum amount of \$65 is made up from payments by the board to supplement compensation paid by the bureau in cases where this compensation is less than \$65. The board's payments for support are restricted to those cases where the man has no other financial support than his compensation received from the bureau. If in the opinion of the board the annuity received by you makes it unnecessary for the board to supplement the amount paid to you by the bureau as compensation, no supplemental payment will be made by the board, and the amount paid for your support will in that event be the compensation received from the bureau as compensation and your annuity under your policy.

In what manner does the Federal board go about training me for an occupation?

As soon as the Army authorities have decided that any disabled man is to be discharged from the hospital and returned to civilian life, it becomes the duty of the Federal Board, through its vocational advisers in hospitals, to deal with the problem of training him and of placing him in civilian employment. This task involves five possible steps:

Election by the disabled man of a course of training.

Preliminary training to fit him for a definite occupation or pursuit.

A probationary period of employment in that occupation or pursuit.

Placement in suitable employment in the occupation or pursuit.

Follow-up work to safeguard his interests.

I want training. How shall I get it?

Talk to the war-risk insurance officer about this matter and get his help in getting in contact with the office of the Federal board. Ask a representative of the Federal board or the war-risk insurance officer for information about the various occupations and groups of occupations. He will furnish you information about your compensation and how to go about making your application for this compensation so as to establish your right to compensation and your eligibility for training by the Federal board. If you have no contact with a vocational adviser, you will probably find publications of the Federal board in the library. In addition, you should write the office of the Federal board in the district in which your home is located, or in which you are residing as a civilian, stating your case and asking for information and advice. You will receive a ready response from the agent of the board. A large number of monographs on opportunities

for disabled men is in preparation and copies will be furnished you on application.

DISTRICT VOCATIONAL OFFICES OF THE FEDERAL BOARD FOR VOCATIONAL EDUCATION.

All disabled soldiers, whether in or out of the hospital, should address their communications either to the Federal Board for Vocational Education, Washington, D. C., or to the district office of the Federal board of the district in which he is located. The district offices of the board are located at the following points, respectively:

District No. 1.—Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island. Office: Room 433, Tremont Building, Boston, Mass.

District No. 2.—Connecticut, New York, and New Jersey. Office: Room 617, 280 Broadway, New York, N. Y.

District No. 3.—Pennsylvania and Delaware. Office: 1000 Penn Square Building, Philadelphia, Pa.

District No. 4.—District of Columbia, Maryland, Virginia, and West Virginia. Office: 606 F Street NW., Washington, D. C.

District No. 5.—North Carolina, South Carolina, Georgia, Florida, and Tennessee. Office: Candler Building, Atlanta, Ga.

District No. 6.—Alabama, Mississippi, and Louisiana. Office: 322 Maison Blanche Annex, New Orleans, La.

District No. 7.—Ohio, Indiana, and Kentucky. Office: 906 Mercantile Library Building, Cincinnati, Ohio.

District No. 8.—Michigan, Illinois, and Wisconsin. Office: 1600 The Westminister, 110 South Dearborn Street, Chicago, Ill.

District No. 9.—Iowa, Nebraska, Kansas, and Missouri. Office: 517 Chemical Building, St. Louis, Mo.

District No. 10.—Minnesota, North Dakota, and South Dakota. Office: Room 742 Metropolitan Bank Building, Minneapolis, Minn.

District No. 11.—Wyoming, Colorado, New Mexico, and Utah. Office: Denver, Colo.

District No. 12.—California, Nevada, and Arizona. Office: San Francisco, Cal.

District No. 13.—Montana, Idaho, Oregon, and Washington. Office: Seattle, Wash.

District No. 14.—Arkansas, Oklahoma, and Texas. Office: Dallas, Tex.